DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 5070.1A
PERS-1
- **9 JAN 2002**

NAVPERSCOM INSTRUCTION 5070.1A

From: Commander, Navy Personnel Command

Subj: OPERATION AND USE OF SPISHOCK TECHNICAL LIBRARY

Encl: (1) NAVPERSCOM 5070/1, Request for Purchase of Library
          Materials
      (2) NAVPERSCOM 5070/2, Request for Interlibrary Loan
          Materials

1. Purpose. To announce policy and procedures governing
operation and use of Navy Personnel Command (NAVPERSCOM), Navy
Personnel Research, Studies, and Technology Department (PERS-1)
Spishock Technical Library. This instruction is a complete
revision and should be reviewed in its entirety.

2. Cancellation. COMNAVPERSCOMINST 5070.1.

3. Background. The Spishock Technical Library (hereafter
referred to as the library) is part of the Technical Program
Support Office, Navy Personnel Research, Studies, & Technology
Department (PERS-1). It contains collections of books, reports,
and periodicals and provides access to Department of Defense
(DOD) and commercial databases. Major subject areas included in
the collection are: industrial, organizational, social,
experimental, applied, and educational psychology; management;
operations research; sociology; statistics; military science;
economics; computer science; and information technology. The
library is located in Room 159, Capodanno Building 785, Naval
Support Activity Mid-South, Millington, TN, and is open weekdays
from 0800 to 1630 hours, closed on Saturdays, Sundays, and
Federal holidays.

4. Policy. The library is funded by its sponsors and customers
for the primary purpose of supporting NAVPERSCOM (PERS-1)
research and development mission. Library resources will also
be made available on a limited basis to other NAVPERSCOM
employees and activities that maintain an active Memorandum of

Agreement (MOA); however, mission requirements of NAVPERSCOM (PERS-1) shall take precedence in terms of acquisitions, circulation, and services.

5. Procedures

    a. Acquisition and collection development

        (1) Selection of acquisitions for print, non-print, and electronic materials to develop the library collection is shared jointly by patrons and library staff. Users are encouraged to submit requests for library acquisitions. Enclosure (1) is available in the library for this purpose.

        (2) Requests from NAVPERSCOM (PERS-1) staff for paid subscriptions to periodicals shall include at least two names of individuals who will use the journal, be endorsed by the Institute Leader/Staff Office Director, and then be forwarded to the Technical Librarian for evaluation by the library committee before procurement. Requests from other NAVPERSCOM codes or activities with which the library has an active MOA shall include at least two names of individuals who will use the journal and then be forwarded to the Technical Librarian for evaluation by the library committee. The library committee weighs the following factors when considering approval of new journal requests:

            (a) Appropriateness of the title for the collection.

            (b) Number of interlibrary loan (ILL) requests for articles from the journal.

            (c) Presence of related titles in the library.

            (d) Subscription costs.

If funds are not available, all recommendations are held until new appropriations are received.

        (3) Books determined to be necessary for mission accomplishment may be retained, indefinitely, in NAVPERSCOM (PERS-1) departmental collections. These items will be purchased by the Technical Program Support Office using funds from the requesting Institute/Support Code. Records for these

titles will be added to the library catalog for accountability purposes, and a 10-day checkout privilege will be allowed for NAVPERSCOM (PERS-1) staff subject to the needs of the purchasing Institute. Books requested for departmental loans will be checked out to the user requesting the item. An annual inventory will be conducted on these items, and materials, which cannot be located, must be replaced or reimbursement made to the government. Books will be returned to the library if they are no longer required by the department or upon the departure of the borrower from the organization.

(4) Gifts and donations of materials are welcomed and accepted. The library reserves the right to select and retain only those items that meet collection development criteria.

(5) Materials purchased with NAVPERSCOM (PERS-1) library funds shall include those requested or recommended by users, as well as those selected by the Technical Librarian. For materials required for the exclusive use of a requester, it may be necessary for the requester to fund the purchase. Library staff shall determine most efficient means of acquisition in such cases.

(6) All published and electronic sources of material purchased with library funds or sent on distribution to NAVPERSCOM (PERS-1) (and not addressed to a specific individual) shall be turned over to the Technical Librarian. Upon receipt, the Technical Librarian will prepare the item for use and announce its availability.

b. Circulation and Control

(1) Borrowing privileges are granted to NAVPERSCOM (PERS-1) staff, summer faculty, contractors, other employees of NAVPERSCOM, and activities with which the library has an active MOA. Sponsors must check out materials for student interns/contractor students participating in NAVPERSCOM (PERS-1) programs.

(2) NAVPERSCOM (PERS-1) staff may check out no more than 20 items, each for a period of 90 days with one renewal for an additional 90 days. Items must be brought to the library to be renewed. Requests for longer checkout periods will be submitted in writing and reviewed by the library committee on a

case-by-case basis. Checked out items are subject to recall after 30 days. The borrower will be given 10 days to return the item to the library, and the requester will be limited to a 10-day checkout period, unless the original borrower no longer needs the item. Other NAVPERSCOM employees and users from activities with which the library has an active MOA may borrow no more than two items, each for a period of 1 month.

(3) Journals and reference materials do not circulate, but may be checked out on a case-by-case basis.

(4) The person to whom an item is charged is responsible for that item if it is not returned. Loaning items to another user does not eliminate responsibility of original borrower.

(5) Due to privacy regulations, names of individuals to whom an item is charged will not be released to other borrowers. Library may contact the user and request materials to be returned.

(6) Overdue notices are sent to individuals, as courtesy reminders, that materials checked out have not been returned on the date due. Two overdue notices will be sent within a 2-week period. If materials are not returned within 1 week after the second notice, the Director of the Technical Program Support Office, or designated point of contact in the case of other NAVPERSCOM employees or employees of activities with which the library has active MOAs, will be notified, and circulation privileges may be suspended. (See paragraph 5b(8)).

(7) Keeping ILL materials past their due date jeopardizes borrowing privileges with other institutions; therefore, no further materials may be checked out until an overdue ILL has been returned.

(8) It is a patron's responsibility to replace or reimburse the government for any lost, damaged, or destroyed items. If an identical item is no longer available, an item of equal value, on the same topic, will be accepted. When an item checked out to a NAVPERSCOM (PERS-1) staff member is lost, the patron and the Director of the Technical Program Support Office will be informed of cost and availability of item, or a suggested substitute item. When an item checked out by another NAVPERSCOM employee or an activity with which the library has an

active MOA is lost or damaged, the designated point of contact will be notified.

(9) All departing NAVPERSCOM staff and employees of activities with which the library has an active MOA must check with the library to verify record clearance before leaving. Lost or damaged materials must be replaced or reimbursement made to the government before records will be cleared.

c.   Interlibrary Loans (ILL)

(1) ILL provides access to materials, throughout the world, by locating and borrowing materials not owned by the library. It is a library-to-library transaction and is regulated by Copyright Law (17 U.S.C.) and policies of the American Library Association Interlibrary Loan Code. ILL services are available to NAVPERSCOM (PERS-1) staff only, and requests must be for material in support of research, studies, or other mission-related tasks. Request for ILL materials (enclosure (2)) is available in the library.

(2) Delivery time for materials ranges from a few days to several weeks depending on location and availability of the item at other libraries. Sufficient time should be given to allow for receipt of items by the time needed. The patron borrowing the item is responsible for its safe return. In the event that an item is lost or damaged, the borrower is responsible for replacement costs.

(3) The library will contact the holding material library and arrange for a loan of the required material. Library staff will notify the borrower when material arrives and will return borrowed material to lending library no later than the date due.

(4) Copyright restrictions affecting photocopying of materials are strictly observed. Emergency requests may be processed by facsimile.

(5) Borrowers must promptly collect, use, and return ILL material prior to the due date set by the lending library. Items not picked up by the requester from the library prior to the due date will be returned to the lending library and will be borrowed again only under unusual circumstances. Borrowers will

be responsible for payment of charges assessed by a lending library for lost or overdue material.

    d.   Contractor Access

        (1) NAVPERSCOM (PERS-1) contractors wearing NAVPERSCOM picture badges will be authorized access to library services as follows:

            (a) Access to library collection of books, reports (with limitations), and journals.

            (b) Ready-reference assistance in locating library materials.

            (c) Access to library's databases.

        (2) NAVPERSCOM (PERS-1) contractor personnel will be authorized to check out library materials directly, provided their sponsor has filed a letter of sponsorship and responsibility with the library. If no sponsorship letter is on file, materials to be used by the contractor must be checked out by the sponsor. Materials checked out to NAVPERSCOM (PERS-1) contractors will have loan periods of 90 days for books and reports. Contractor loans will be renewable for another 90 days provided there are no holds on the item. Sponsors will provide library with advance notice of termination of contractor's employment. Library will provide sponsor with a list of all materials checked out to contractor. Sponsor will be responsible for all materials not returned by contractor.

    e.   Reference Service

        (1) Library maintains dictionaries, handbooks, manuals, directories, and other reference books in the fields of social, experimental, applied, industrial, organizational, and educational psychology; education; management; statistics; military history; sociology; operations research; economics; information technology; and computer science.

        (2) Available services include: instruction in use of reference materials; location of factual information; identification of bibliographical data; directory information; searching the online catalog, internet, and CD-ROM databases;

and other similar retrieval queries. These services are provided as library staff time and resources allow, with NAVPERSCOM (PERS-1) employees taking precedence. In-depth assistance or performance of extensive computerized literature searches is available to NAVPERSCOM (PERS-1) employees only.

f. <u>Online Public Catalog</u>. Access to holdings in the library master bibliographic file is available using Scientific and Technical Information Library Automation System (STILAS) bibliographic retrieval subsystem. User-friendly software affords quick and easy identification and retrieval of all material. Access to STILAS is provided through terminals in the library and via WebCat on NAVPERSCOM (PERS-1) intranet.

g. <u>End-user Search Services</u>. CD-ROM and web-based access to databases offers users opportunity to formulate and conduct self-directed computer literature searches. Workstations in the library and desktop access are available for bibliographic searching. Library offers access to ABI/Inform, National Technical Information Service (NTIS), Military Database, PsycINFO, and a number of Online Computer Library Center (OCLC) FirstSearch databases.

h. <u>Microform Program</u>. Library participates in Defense Technical Information Center's (DTIC) Automatic Document Distribution (ADD) Program. A subject profile on file at DTIC is matched against recently published DTIC reports and a microfiche copy of each report that matches the profile is received by the library. Titles of these reports are included in DTIC Current Awareness Bibliography available in the library. Library also maintains a microfiche reader/printer for printing hard copies of reports.

i. <u>Self-service Photocopying in the Library</u>

(1) Use of the library copier is limited to NAVPERSCOM (PERS-1) employees for any work-related items and to other NAVPERSCOM employees and employees of activities with which library has an active MOA for materials related to their library use. Student interns/contractor students, under the direction of NAVPERSCOM (PERS-1), are also authorized to copy work-related items.

(2) Posted copyright regulations shall be followed.

6. <u>Library Committee</u>

a. NAVPERSCOM (PERS-1) staff members shall comprise the majority of the library committee. Additionally, one individual to represent all other NAVPERSCOM codes and one representative from each major activity with which the library has an active MOA may serve on the committee, up to a total membership of 10. The Library Committee is chaired by the Technical Librarian. Institute Leaders/Staff Office Directors will appoint NAVPERSCOM (PERS-1) members. Other members will be appointed by their activities. Members will speak with authority for their constituency. The committee's responsibilities include

(1) serving in an advisory capacity to Assistant Commander Navy Personnel Command (ACNPC) (PERS-1), on matters of concern to the user community.

(2) monitoring progress of library program and conveying its findings to ACNPC (PERS-1).

(3) analyzing and, as appropriate, conveying to ACNPC (PERS-1), Director, Technical Program Support Office, and the Technical Librarian recommendations on NAVPERSCOM (PERS-1) requirements for technical information and services.

(4) reviewing subscription list annually, making recommendations on titles to be added and deleted. Library committee members are responsible for making recommendations in their individual subject fields for journal titles to be retained permanently in the library collection, as well as titles to be added or deleted to meet NAVPERSCOM (PERS-1) changing program requirements.

(5) conducting special studies relating to library services, as requested.

7. <u>Action</u>

a. <u>The library staff</u> will establish and maintain procedures for lending, controlling, and publicizing materials acquired by the library.

b. <u>The library staff</u> will initiate action on request for purchase or ILL of materials.

c. <u>The library staff</u> will assist employees in making maximum use of library materials and services.

d. <u>NAVPERSCOM (PERS-1) Institute Leaders/Staff Office Directors and other participating activities</u> will be responsible for appointing a person from each organization to be a member of the library committee.

e. <u>Participating activities</u> will designate a point of contact to serve as coordinator in executing this instruction and MOAs.

8. <u>Forms</u>. NAVPERSCOM 5070/1 (10-00), Request for Purchase of Library Materials and NAVPERSCOM 5070/2 (10-00), Request for Interlibrary Loan Materials, are available in the library.

S. M. LEONARD
Director
Administrative Office (PERS-01)
By direction

Distribution:
COMNAVPERSCOMINST 5218.1A
    List 1A, 1B, 2A and 2B

Copy to:
SNDL
    FF32A   (NAVSUPPACT MID SOUTH MILLINGTON TN)
    FJA4   (COMNAVCRUITCOM MILLINGTON TN)
    FJA10   (NAVMAC MILLINGTON TN)

REQUEST FOR PURCHASE OF LIBRARY MATERIALS

1. **Provide all bibliographic information available.**

    ( ) BOOK (author, title, publisher, publication date, ISBN)

    ( ) REPORT (AD No. & title) or (author, title, source, date)

    ( ) JOURNAL (title, publisher, volume, year, ISSN)

    ### PLEASE ATTACH A COPY OF THE CITATION OR ADVERTISEMENT

    Author:

    Title:

    Publisher:

    Date:

    ISBN/ISSN/AD no.

2. **Estimated price:** _____

3. **No. of copies:** _____

4. **Requested by** (Name and Code): _____

5. **Approved by:** _____
    (Signature of Project Director, if cost involved)

6. **Date:** _____

REQUEST FOR INTERLIBRARY LOAN MATERIALS

1. **Provide all bibliographic information available.**

    ( ) BOOK (author, title, publisher, publication date, ISBN)

    ( ) JOURNAL ARTICLE (title, publisher, volume/issue, year, ISSN, pages)

    Journal/Book Title:

    Author:

    Article/Chapter title:

    Publisher:

    Publication Date: Volume: Number: Pages:

    ISBN/ISSN/AD no.

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